

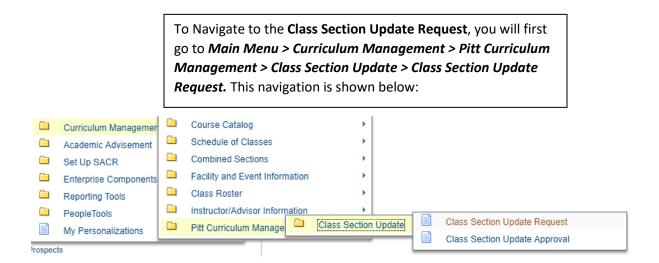
University of Pittsburgh Office of the University Registrar

# PeopleSoft Class Section Update: Documentation

To be taken directly to a specific section, click on the topic in the Table of Contents:

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# How to Search for Class Sections Using the *Class Section Update* <u>Request Form in PeopleSoft</u>



The above navigation will bring you to the Search page for the Class Section Update Submit Form. This form allows you to either **Add, Change, or Cancel** a class section. The *default* option is the Change form, but you can switch forms by selecting the appropriate radio button.

#### **Class Section Update Submit**

Select one of the action item and other parameters					
Select Option	OAdd	Change	Cancel		Search
Term 🔍	Class Nbr	Q			Clear

### ADD FORM

Once you have selected the form you would like to search with (here we have selected the **Add form**) you can begin searching using the required criteria. For the **Add form** the required fields are Term, Subject, Catalog Number, and Offering Number indicates the campus the class is being held on.

Class Section Update Submit

#### Class Section Update Submit Form

Select one of the	action item and	other parameters	ŝ				
		<b>A</b> - :				Coarab	
Select Option	Add	Change	Cancel			Search	
Term 📃 🔍	Subject	🔍 Catalog	Q (	Offer Nbr 🔤 🔍	L	Clear	

For each of these required fields you can either type directly into the text box, or use the magnifying glass icon to search for the available options for each field. For example if you know the numerical name for the term you can type that out (2201), but if you know you want Fall 2019 but cannot remember the code, you can search for it.

Class Se	ction Upda	te Submit
----------	------------	-----------

Select one of the	action item and	d other paramete	rs			
Select Option	Add	<b>Change</b>	Ocancel			Search
Term 2201 Q	Subject	Q Catalog		Q Off	er Nbr	Clear

The term search will give you the description and number/code for the term if you leave the search blank and just hit 'look up' you will be shown all of the available terms that you can search. The most current 3 terms will be available to search.

ect Option	Add	Change	Cancel		Search
n 2201 Q	Subject	Q Catalog	٩	Offer Nbr	Help
					Look Up Clear Cancel Basic Lookup Search Results View 100 First 1 1-3 of 3 1 Last
					Term         Description           2207         Summer Term 2019-2020           2204         Spring Term 2019-2020           2201         Fall Term 2019-2020

Next, you can search for the subject. Subjects will be limited by department. For example, if you work for the English department you will only have access to search for English subjects. Here ENGLIT is selected.

ct Option 💿 Add 💿 Change 💿 Cancel	Search
	Look Up Subject
2201 Q Subject Q Catalog Q	Offer Nt Help
	Term 2201
	Subject Area begins with 🔻
	Look Up Clear Cancel Basic Lookup
	Search Results
	View 100 First 🚯 1-4 of 4 🕑 Last
	Subject Area Description
	ENGCMP English Composition
	ENGFLM English Film Studies
	ENGLIT English Literature
	ENGWRT English Writing

	Look Up C	atalog	×
lass Section Update Submit	Term Subject Area	Help 2201 ENGLIT	4
lass Section Update Submit Form	Catalog Nbr	begins with 🔻	
Select one of the action item and other parameters	Look Up	Clear Cancel Basic Lookup	
	Search Res	ults	
Select Option   Add   Change   Cancel	View 100	First 🕙 1-115 of 115 🕑 Las	
	Catalog Course Nbr ID	e Description	
Term 2201 Q Subject ENGLIT Q Catalog Q Offe	0040 18439	9 ESL READING SKILLS	1
	0055 10754	7 SURVEY OF ENGLISH LITERATURE	1
	0088 10755	4 INTRODUCTION TO LITERATURE	
	0300 10755	6 INTRODUCTION TO LITERATURE	
	0310 10755	7 THE DRAMATIC IMAGINATION	
	0315 10755	9 READING POETRY	
	0316 10756	0 READING POETRY	
	0321 17163	1 ESSAYS AND MEMOIRS	
	0325 10756	2 THE SHORT STORY	
	0326 10756	3 SHORT STORY IN CONTEXT	
	0354 10756	6 WORDS AND IMAGES	
	0355 18354	2 DIGITAL HUMANITIES	
	0365 10756	9 IMAGINING SOCIAL JUSTICE	
	0370 10757	A LITERATURE AND IDEAS	

After selecting the subject, you can search all active catalog numbers available under the subject for the specified term or you can type in a specific catalog number.

Once the Catalog Number is selected, you will see the offer number fill in. This field indicates which of Pitt's five campuses the class is held on. **The Oakland/Main campus is number 1.** The offer number will automatically fill in based on your PeopleSoft security. Once all of the search fields have been filled in you can hit the **Search** button to begin your **Add form**.

Select one of the	action item and	other parameter	s		
Select Option	DbA	Change	Cancel		Search
Term 2201 Q	Subject ENGLIT	Catalog	0500 Q Off	<mark>ier Nbr</mark> 1	Clear

The request form will pop up with all catalog information such as Attributes, Course Component, Course ID, and Class Title filled in. All other information is left blank. You can then fill in the other appropriate information before submitting a new class section to be added.

Class Section Update Submit

Select one	of the action item an	d other parameters			
Select O		Change Can Catalog 0500		Combined Sections Search	
Class Secti	on			Find   View All First 🕚	1 of 1 🕑 Last
*Cours	Course ID 107574 Subject ENGLIT Catalog Nbr 0500	INTRO TO CRITICAL REA English Literature	*Ses: *Start/End [	tion PGH Q Pittsburgh Campus sion AT Q Academic Term Date 08/26/2019 3 12/06/2019 3 ype Enrollment V Schedule Print	+ -
Class Att	ributes		Personali	ze   Find   View All   🗷   🔣 🛛 First 🕚 1-	3 of 3 🕑 Last
*Course Attribute	Description		*Course Attribute Value	Description	
BRC	Writing Intensive Cours	e	WRIT	Writing Requirement Course	+
DSGE	*DSAS General Ed. Re	quirements	LIT	Literature	+
SCGE	*SCI General Ed. Requ	irements	PMATHC HUM	Pmathic Ctext: Humanistic	+
Meeting P		Atg Pattern Mtg Start Mtg		Find   View All     First       W     T     F     S       *Start/End Date       08/26/2019       e Format Topic	1 of 1 🕑 Last + -
Instructo	ors For Meeting Patter	n	Persons	alize   Find   View All   🖾   🌆 🛛 First 🕚 1	of 1 🕑 Last
ID	ster of mooting rutter	Name	*Instructor Role	Print Access	
	٩	[	Primary Instructor	<u> </u>	• • •

### **CHANGE FORM**

In order to change forms from **Add to Change** you can hit the '**Clear**' button and then switch your form selection to Change.

Class	<b>Footion</b> II	ndata	Cubmit
Class	Section U	Duale	SUDIIII

Class Section Update Submit Form

Select one of the action item and other parameters	
Select Option   Add  Change  Cancel	Search
Term 2201 Q Subject ENGLIT Q Catalog 0500 Q Offer Nbr 1Q	Clear

Once you have selected the **Change form** you can start your search. The search criteria are slightly different than the Add form. For the Change form you will input only *the Term and Class Number*. However, if you do not know the specific Class Number you can use the Class Number search to look up all the class sections under a subject and/or catalog number.

Class Section Update Submit

#### Class Section Update Submit Form

Select one of the a	ction item and	l other paramete	rs	
Select Option	Opy 🔘	Change	Cancel	Search
Term	Class Nbr	٩		Clear

#### Class Section Update Submit

Select one of the a	ction item and	other paramete	rs		
Select Option	O Add	Change	Cancel		Search
Term 2201 Q	Class Nbr	Q		[	Clear

In order to search for a specific class number, you can use the magnifying glass next to the text box field and type in your desired Subject Area and/or Catalog Number to see a list of all available class sections. Find the section you want to change and select it from the list.

	Look Up Class Nbr
	Help
	Term 2201
ass Section Update Submit	Class Nbr = V
ss Section Update Submit Form	Subject Area begins with V ENGLIT
o ocolion opualo ousiniti onni	Catalog Nbr begins with 🔻
ct one of the action item and other parameters	
	Look Up Clear Cancel Basic
	Lookup
ect Option 🔍 Add 🔹 Change 🔍 Cancel	
	Search Results
m 2201 Q Class Nbr Q	View 100 First 🕚 1-189 of 189 🕑 Last
	Subject Catalog Class Course Course Class
	Area Nbr Nbr ID Offering Nbr Section
	ENGLIT 0300 11355 107556 1 1070
	ENGLIT 0300 11356 107556 1 1060
	ENGLIT 0310 11225 107557 1 1050
	ENGLIT 0315 11103 107559 1 1100
	ENGLIT 0315 12222 107559 1 1040
	ENGLIT 0315 15634 107559 1 1030
	ENGLIT 0321 11680 171631 1 1150
	ENGLIT 0325 11465 107562 1 1120
	ENGLIT 0325 11711 107562 1 1020
	ENGLIT 0325 16169 107562 1 1050
	ENGLIT 0354 11466 107566 1 1070
	ENGLIT 0354 11467 107566 1 1010
	ENGLIT 0365 11226 107569 1 1050
	ENGLIT 0365 11227 107569 1 1100
	ENGLIT 0365 23552 107569 1 1200
	ENGLIT 0365 30070 107569 1 1300
	ENGLIT 0375 26753 188079 1 1100
	ENGLIT 0500 10592 107574 1 1155
	ENOLIT 0500 20542 407254 4 4040

#### Hit the 'Search' button to begin your **Change** request.

Class Section Update Submit

Select one of the a	action item and	other paramete	ers	
Select Option	O Add	Change	Cancel	Search
Term 2201 Q	Class Nbr 1	0592 🔍		Clear

Below is an example of what a **Change form** will look like. All of the information currently available in PeopleSoft will automatically be filled into the form. You can then make changes to the existing information, including making changes to the Instructor information. There are some read-only fields in the change form that will not be editable, these include: General Education and Writing Attributes, Class Number, Class and Associated section Number, Course Component, and Reserve Capacities. If you would like to change one of the read-only fields you can make a comment in the 'Instructions/Explanations' field and the Registrar Office Staff will help with these changes if possible.

#### Class Section Update Submit

Select one	of the action item and other parameters		
Select Op	tion OAd  Change	Cancel	Search
Term 2201	Class Nbr 10592		Clear
Class Section	n		Find   View All First 🕚 1 of 1 🛞 Last
	Course ID 107574 INTRO TO CRITIC Subject ENGLIT English Literature Catalog Nbr 0500 Class Nbr 10592 Class Section 1155 e Component SEM	*Start/ *Cl	*Location PGH Q Pittsburgh Campus *Session AT Q Academic Term /End Date 08/26/2019 第 12/06/2019 第 Class Type Enrollment • ated Class 1155 Schedule Print
Class Att	ributes	Per	ersonalize   Find   View All   🔄   🌆 🛛 First 🕔 1-2 of 11 🕚 Last
*Course Attribute	Description	*Course Attribute Value	te Description
BRC	Writing Intensive Course	WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requirements	LIT	Literature +
Meeting Pa	attern		Find   View All First 🕚 1 of 1 🕭 Last
Facility II CL00139		2:50PM	T W T F S S *Start/End Date
Instructo	ors For Meeting Pattern		Personalize   Find   View All   🔄   🌆 💿 First 🕚 1 of 1 🛞 Last
ID	Name	*Instructor	
2934668	Carol Bove	Primary Instructor	r 🔻 Approve 🔻 🕂

### **CANCEL FORM**

The **Cancel form** looks very similar to the **Change form** for its search. The **Cancel form** has two search criteria: *Term and Class Number*.

#### Class Section Update Submit

#### Class Section Update Submit Form

lect Option	O Add	Change Cancel	Search

Like the Change form, you can search for a specific class section using the magnifying glass next to *Class Number*.

	Look Up Class Nbr
Class Section Update Submit	Term     2201       Class Nbr =     V       Subject Areal begins with V     ENGLIT
Class Section Update Submit Form Select one of the action item and other parameters	Catalog Nbr begins with V
select one of the action item and other parameters	Look Up Clear Cancel Basic
Select Option O Add O Change O Cancel	Lookup Search Results
Term 2201 Q Class Nbr Q	View 100 First 🕚 1-189 of 189 🕑 Last
	Subject Catalog Class Course Class Area Nbr Nbr ID Offering Nbr Section
	ENGLIT 0300 11355 107556 1 1070
	ENGLIT 0300 11356 107556 1 1060
	ENGLIT 0310 11225 107557 1 1050
	ENGLIT 0315 11103 107559 1 1100
	ENGLIT 0315 12222 107559 1 1040
	ENGLIT 0315 15634 107559 1 1030
	ENGLIT 0321 11680 171631 1 1150
	ENGLIT 0325 11465 107562 1 1120
	ENGLIT 0325 11711 107562 1 1020 ENGLIT 0325 16169 107562 1 1050
	ENGLIT 0325 10169 107562 1 1050 ENGLIT 0354 11466 107566 1 1070
	ENGLIT 0354 11467 107566 1 1010
	ENGLIT 0365 11226 107569 1 1050
	ENGLIT 0365 11227 107569 1 1100
	ENGLIT 0365 23552 107569 1 1200
	ENGLIT 0365 30070 107569 1 1300
	ENGLIT 0375 26753 188079 1 1100
	ENGLIT 0500 10592 107574 1 1155
	ENGLIT 0506 26512 187351 1 1010

Once you have selected the class you would like to **Cancel**, you can hit the 'Search' button.

Class Section Update Submit

#### **Class Section Update Submit Form**

Select one of the a	ction item and	l other paramete	rs			
Select Option	Opy O	Change	Cancel		Search	
Term 2201 Q	Class Nbr 1	0592 🔍			Clear	

The most significant difference for the **Cancel** form from the other forms, is that all of the fields are read-only and you will not be able to edit any of the fields on the form except to write a comment at the bottom of the page. Since the class is being cancelled no changes should need to be made. This feature will also help avoid accidentally submitting a **Cancel** instead of a **Change** or vice versa.

Class Section Update Submit

Select one o	of the action item and o	other parameters			
Select Opt		Change ® Ca	incel		Search
Term 2201	Class Nbr 105	92			Ciedi
Class Sectio	n			Find	View All First 🕚 1 of 1 🕑 Last
С	Course ID 107574 Subject ENGLIT Catalog Nbr 0500 Class Nbr 10592 lass Section 1155 Component SEM	INTRO TO CRITICAL R English Literature	*Start/End D	ion AT A ate 08/26/2019 12/0 r/pe Enrollment V	ittsburgh Campus cademic Term 06/2019 Schedule Print
Class Attr	ibutes		Personali	ce   Find   View All   🔄	🔣 🛛 First 🕚 1-2 of 11 🕑 Last
*Course Attribute	Description		*Course Attribute	Value Description	
BRC	Writing Intensive Course		WRIT	Writing Requirem	ent Course
DSGE	*DSAS General Ed. Requ	uirements	LIT	Literature	
Meeting Pa	ttern			Find	View All First ④ 1 of 1 🕑 Last
Facility ID CL00139	Capacity Std Mtg 36 MWF		tg End M T V 50PM ♥	V T F S S	*Start/End Date 08/26/2019 12/06/2019
		Topic ID	Free	Format Topic	
	🗌 Pri	nt Topic On Transcript			
Instructo	rs For Meeting Pattern		Persor	alize   Find   View All	🔄   📑 🛛 First 🕚 1 of 1 🕑 Last
ID		Name	*Instructor	Role Pri	nt Access
2934668	Carol Bove		Primary Inst	ructor	Approve

**Please note:** If students are currently enrolled in the class, which you can see by looking at the **Total** by **Enrollment**, you will need to contact the Registrar's Office to cancel the class. If there are no enrollments, the Cancel may be submitted.

Room Characteristics				Personalize   Find   🖾	😽 F	ïrst 🕙 1 of	1 🕑 L
Room Characteristic	D	scription					
25	P	opleSoft - Scheduled	(PS)				
Enrollment Control							
*Add Consent	No Special C	nsent Required	$\sim$	Requested Ro	om Capa	city 22	Total
*Drop Consent	No Special C	nsent Required	$\sim$	Enrollm	ent Capa	city 22	0
	Auto Enrol	from Wait List		Wait	ist Capa.	city 20	0
Reserve Capacity				Find   View A	l Fir	rst 🕚 1 of 1	🕑 La
*Reserve Capacity Se	quence	Enrollmer	nt Total				
Reserve Capacity Requi	rement Grou	)		Personalize   Find   💷   🔣	First	🕚 1 of 1 🌘	Last
* Start Date *Req Grou	juirement ip					Cap Enrl	
							(
structions/Explanation (in	clude Reserv	e Capacity informa	ation in this se	ction)			
		1 2		,			

Below is an example of a class that has enrollment. If you try to submit a cancel form for a class with enrollment the picture message will appear, and instead of submitting the cancellation via PeopleSoft you will need to send **a Registrar's Office Staff** member an email with the class information and they will cancel the class for you.

	nsent No Special Consent Required on sent No Special Consent Required	Requested Room Capacity 19 Enrollment Capacity 19	Total
	Auto Enroll from Wait List	Wait List Capacity 10	0
Reserve Capacity *Reserve Capacity Reserve Capacity *Start Date 08/21/2019 03/01/2019	Message Cancel Request for the Term: 2201 and Class Number: 1025 You cannot submit the cancel request because students alrea Registrar-Class Scheduling to process request	description and an an activity of the second second	Last Last 0 13
structions/Explanati	OK on (include Reserve Capacity information in this section Submit Request	on)	

## Adding New Class Sections

Navigation to the Class Section Update Request Page

Main Menu 🗸 🔰 Curriculum Management 🗸 🦻 Pitt Curriculum Management 🗸 🦻 Class Section Update 👻 Class Section Update Request

Once you have searched for and selected the class you would like to add, the **Add Form** will appear with *Catalog* Information automatically loaded, and all other fields blank for you to add in the new class information.

Class Section Update Submit

Select one	of the action item and	other parameters					
Select Op Term 220		Change Cano Catalog 0500	Cel Coffer Nbr	Combined Sections Search			
Class Section	n			Find   View All First 🕚 1	of 1 🕑 Last		
*Course	Course ID 107574 Subject ENGLIT Catalog Nbr 0500 e Component SEM Q	INTRO TO CRITICAL REA English Literature	*Sess *Start/End E	tion PGH Q Pittsburgh Campus sion AT Q Academic Term Date 08/26/2019 3 12/06/2019 3 iype Enrollment ~ Schedule Print	+ -		
Class Attr	ibutes		Personali	ze   Find   View All   🖾   🌆 👘 First 🕚 1-3	of 3 🕑 Last		
*Course Attribute	Description		*Course Attribute Value	Description			
BRC	Writing Intensive Course		WRIT	Writing Requirement Course	+		
DSGE	*DSAS General Ed. Requ	irements	LIT	Literature	+		
SCGE	*SCI General Ed. Require	ments	PMATHC HUM	Pmathic Ctext: Humanistic	+		
Meeting Pattern       Find   View All       First (1) of 1 (2) Last         Facility ID       Capacity Std Mtg Pattern       Mtg Start       Mtg End       M       T       W       T       F       S       S       *Start/End Date         Q       Q       Image: Comparison of the start       Image: Compar							
		Topic IDQ		-			
	rs For Meeting Pattern	Name	Persona *Instructor Role	alize   Find   View All   🔄   🔢 First 🕚 1 of Print Access	f1 🕑 Last		
ID	Q		Primary Instructor	Print     Access       V     I	+ -		

In the top half of the Add Form page, you can find the Course Component and Class Type fields (highlighted below). These fields can be used to change the section to a *Recitation or Lab* component when applicable. Recitations and Labs are **Non-Enrollment** class types. *When adding a Non-enrollment type please add a comment indicating which lecture (enrollment class section) the recitation or lab will be linked to.* 

Class Section		Find   View All 🛛 First 🕚 1 of 1 🕑 Last
Course ID 107574 Subject ENGLIT Catalog Nbr 0500	INTRO TO CRITICAL READING English Literature	*Location PGH Q Pittsburgh Campus *Session AT Q Academic Term *Start/End Date 08/26/2019 12/06/2019 13 *Class Type Enrollment •
*Course Component SEM Q		Schedule Print
Class Attributes		

Class Section		Find   View All First 🕚 1 of 1 🛞 Las
Course ID 107574 Subject ENGLIT Catalog Nbr 0500	INTRO TO CRITICAL READING English Literature	*Location PGH Q Pittsburgh Campus *Session AT Q Academic Term *Start/End Date 08/26/2019 3 12/06/2019 3
*Course Component REC Q		*Class Type Enrollment  Enrollment  Non-Enroll  Schedule Print

In the first half of this page you can also change the **sessio**n and/or the **start and end dates** of the class. When the session is changed the dates should change automatically in the Class Section and Meeting Pattern Section. But you can manually change these dates as well.

Class Section			Find   View All Firs	t 🕚 1 of 1 🕑 Last
Course ID 107574 Subject ENGLIT Catalog Nbr 0500	INTRO TO CRITICAL READING English Literature	*Location PGH  *Session AT Q  *Start/End Date 08/26/2019  *Class Type Enrollment		• -
*Course Component REC Q			Schedule Print	

Class Section		Find   View All 🛛 First 🕚 1 of 1 🕑 Last
Course ID 107574 Subject ENGLIT Catalog Nbr 0500	INTRO TO CRITICAL READING English Literature	*Location PGH Q Pittsburgh Campus *Session SE3 Q Full Term Session *Start/End Date 08/26/2019 前 12/14/2019 前 *Class Type Enrollment ▼
*Course Component SEM		Schedule Print
Class Attributes		Personalize   Find   View All   🖾   🔢 🛛 First 🕚 1-2 of 3 🕖 Last

You can also view and change the **Class Attributes**. Two attributes will show automatically but you can select the **View All** link to see all of the attributes on the class. You can add and remove attributes here, but *General Education Requirement* related attributes will not be editable.

Class Secti	ion				Find   View All	First	1 o	f1 🕑	Last
*Cours	Course ID 107574 Subject ENGLIT Catalog Nbr 0500 se Component SEM Q	INTRO TO CRITICAL READ English Literature	*Ses *Start/End	ation PGH asion AT Q Date 08/26/2019 Type Enrollment		Term		[	+ -
Class Att	ributes		Personal	ize   Find   <mark>View /</mark>	AII   🖉   🔣	First 🕘	) 1-3 of	3 🕑	Last
Class Att *Course Attribute	Tributes Description		Personal *Course Attribute Value	ize   Find   <mark>View A</mark> Description	AII   🖉   🔣	First (	) 1-3 of	3 🕑	Last
*Course			*Course Attribute			First	) 1-3 of	3 🕑	Last
*Course Attribute	Description	50	*Course Attribute Value	Description		First (	) 1-3 of		Last

To add an attribute you can hit the plus symbol to add a new row. The blank row will appear below and you can either manually enter the attribute values in the text box or use the magnifying glass icons to the right of the text box to search for the options or abbreviations. Please note: You can only add IDM or SAB attributes.

<b>Class Attributes</b>		Personalize   Fi	ind   View All   💷   🔣 👘 First 🕚 1-4 of	4 🕑 Last
*Course Attribute	Description	*Course Attribute Value	Description	
BRC	Writing Intensive Course	WRIT	Writing Requirement Course	+
DSGE	*DSAS General Ed. Requirements	LIT	Literature	+
SCGE	*SCI General Ed. Requirements	PMATHC HUM	Pmathic Ctext: Humanistic	+
Q		Q		+ -

Below Class Attributes is the **Meeting Pattern** field. The *Start and End Dates* are also listed here. They should change automatically with the fields at the top of the page but they can also be changed manually if they do not fill in correctly or if you have individual days that the class is scheduled.

Meeting Pattern										Find	Viev	/ All	First	1	of 1 🕑	Last
Facility ID	Capacity St	td Mtg Pattern	Mtg Start M	ltg End	M	T D Fr	W D ree For		F Difference		S		/End Da 3/2019			+ - 9 前
Instructors For I	Meeting Pa	ttern				Pers	onalize	e   Fin	d   Vie	w All	2		First	10	of 1 🕑	Last
ID		Name		*	nstructo	or Role			Pri	nt		Α	ccess			
Q				Primary	Instruct	or	•		-	)					+	-
Room Character	istics						F	Person	alize	Find	121		First	1	of 1 🕑	Last
*Room Characteristic	;	Description											antity			
	2												1		+	-

For the meeting pattern information you can either type in or use the search option for the **Facility ID** (classroom), and type in the **meeting start and meeting end times**. The **meeting end time** will automatically fill in but you can change it to the appropriate time manually. The **Free Format Topic** is also located in the meeting pattern area, this field should be all *capitalized* and has a *character limit of 30* – this field will appear on student transcripts.

Meeting Pattern										Fin	nd   Vie	w All	First	t 🕙 1	of 1 🔮	Last
Facility ID CL00235	Capacity S	otd Mtg Pattern	Mtg Start 1:00PM		M	T	w	T V	F	<b>S</b>	<b>S</b>		/End D 6/2019		14/201	+ - 9 3
		Topic II	<u>م</u>			F	ree For	mat T	opic	Т	OPIC					
Instructors For M	Meeting Pa	attern				Per	sonalize	e   Fin	d   Vi	ew Al	12		First	<b>1</b>	of 1 🕚	Last
ID		Name			Instruct	or Rol	е		Pri	int		A	ccess			
				Primary	/ Instruc	tor	٣		W	٢				•	+	—
Room Character	istics						F	Persor	nalize	Fin	112		First	<ul> <li>1</li> </ul>	of 1 🕑	Last
*Room Characteristic		Description											uantity			
	2													1	+	-

When setting a class with Standard Meeting Patterns, please use the **Standard Meeting Pattern** field when applicable. Select the Standard Meeting Pattern in the look-up or type in the letters, enter the Start Time and the End Time and the Days will automatically be filled based on the University's standard meeting pattern you selected. Our current options are EVE (90 minutes, no day), MW (75 minutes, Monday and Wednesday), MWF (50 minutes, Monday, Wednesday, and Friday), and TH (75 minutes, Tuesday and Thursday).

Course	Description	*Course At	Look Up Std Mtg Pattern	×
Attribute		Value		
BRC Q	Writing Intensive Course	WRIT	research to the residue of the second second second	Help
DSGE Q	*DSAS General Ed. Requirements	LIT	Academic Institution UPITT Academic Group ARTSC	
Meeting Pat	torp		Standard Meeting Pattern begins with v	
Meeting Fat	tem	_	Description begins with V	
Facility ID	Capacity Std Mtg Pattern Mtg Start Mt	a Fad 1		
CL00235		tg End M 15PM	Look Up Clear Cancel Basic Lookup	
	Topic ID		Search Results	
			View 100 First 4 1-4 of 4 Last	
	Print Topic On Transcript		Standard Meeting Pattern Description	
Instructors	s For Meeting Pattern		EVE Evening	
ID	Name	*Instr	MW Monday, Wednesday	
		Primary Inst	MWF Monday, Wednesday, Friday	
	Q	Finaly insu	TH Tuesday, Thursday	
Room Cha	aracteristics	_		
*Room Char	acteristic Description			
	Q			
Enrollmer	nt Control			
	*Add Consent No Special Consent Required			
	*Drop Consent No Special Consent Required	~	Emoliment Copacity	
	Auto Enroll from Wait List		Wait List Capacity	20

Another feature of the Meeting Pattern field is the ability to *add multiple rows*. You can hit the **plus icon** to add a new row. You can see how many rows are currently on a class section with the numbering in the left hand corner. And to see all current meeting patterns you can hit the **View All** link highlighted below. You can then use the **minus icon** to remove any rows that you no longer need for the class.

Meeting Pattern	Find   View All First 🕚 1 of 1 🕑 Last
Facility ID Capacity Std Mtg Pattern Mtg Star	rt Mtg End M T W T F S S *Start/End Date
CL00235 Q 31 Q 1:00PM	2:15PM
Topic ID C	Free Format Topic TOPIC
🗹 Print Topic On Transcri	ipt
Instructors For Meeting Pattern	Personalize   Find   View All   🗐   🏭 🛛 First 🕚 1 of 1 🕑 Last
ID Name	Instructor Role Print Access
Q	Primary Instructor V V -
Room Characteristics	Personalize   Find   🖾   🔜 First 🕚 1 of 1 📀 Last
*Room Characteristic Description	*Quantity
Q.	1 + -
eeting Pattern	Find   <mark>View All</mark> First 🕢 <mark>2 of 2</mark> 🕑 Last
Facility ID Capacity Std Mtg Pattern Mtg Start	Mtg End M T W T F S S *Start/End Date
	Mtg End M T W T F S S Statuend Date
Topic ID	Free Format Topic
lesteration For Martin Datase	
Instructors For Meeting Pattern	Personalize   Find   View All   🔄   👪 First 🕔 1 of 1 🕑 Last
Q.	Primary Instructor
Meeting Pattern	Find   View 1 First 🕚 1-2 of 2 🕑 Last
Facility ID Connection Stat Man Deffection - Man Stand	Mto End M T W T F S S *Start/End Date
Facility ID         Capacity         Std Mtg Pattern         Mtg Start           CL00235         Q         31         Q         1:00PM	Mtg End         M         T         W         T         F         S         *Start/End Date           2:15PM         Image: Compared and the start of the sta
Topic ID 🔍 🔍	Free Format Topic TOPIC
Instructors For Meeting Pattern	Personalize   Find   View All   🔄   🎚 First 🕚 1 of 1 🛞 Last
ID Name	*Instructor Role Print Access
Q	Primary Instructor V + -
Facility ID Capacity Std Mtg Pattern Mtg Start	Mtg.End M T W T F S S *Start/End Date
Topic ID	Free Format Topic
Instructors For Meeting Pattern	Personalize   Find   View All   🔄   🧱 🛛 First 🕚 1 of 1 🛞 Last
ID Name	*Instructor Role Print Access
Q.	Primary Instructor V

Below meeting pattern, you can enter Instructor information directly into this form, similar to the Maintain Schedule of Classes page in PeopleSoft. We have also added a feature that will remind you to put in a grading access every time a new instructor is added.

Instructors For Me	eting Pattern	Personalize   Find	View All	🖾   🔜 🛛 First 🕚 1 a	of 1 🕑 Last
ID	Name	*Instructor Role	Print	Access	
Q		Primary Instructor 🗸	$\checkmark$	~	+ -

Next there is the **Room Characteristics** field. This can include requests for Media, Board space, and other room features. The search is helpful if you are unsure of the specific numeric codes. *Please ignore the 25 code, this is for Registrar use only*.

Q

		Help
Room Characte	ristic begins with V	
Descri	ption begins with 🔻	
Look Up	Clear Cancel Basic Lookup	
Search Resul	ts	
View 100	First 🕢 1-22 of 22 🕑 Last	
Room Characteri	stic Description	
01	Access - Handicap Instructor	
02	Air Conditioning	
03	Board - Chalk 50-99 Sq Ft	
04	Board - Chalk >= 100 Sq Ft	
05	Board - Dry Erase White Board	
06	Data Port	
07	Lighting - Darkened	
09	Media - DVD/Blue-ray	
10	Media - Laser Disk	
12	Media - Slide Projector	
14	Media - Data Projector/Monitor	
15	Seating - Moveable	
16	Seating - Tables and Chairs	
17	Windows - No	
18	Board - DryE White 50-99 Sq Ft	
19	Board - DryE White >=100 Sq Ft	
20	Board - Handicap Accessible	
21	Media - Instructor Computer	
22	Seating - Active Learning	
23	ITV (Interactive Television)	
24	Solstice Wireless Technology	
25	PeopleSoft - Scheduled (PS)	

1

+ -

The **Enrollment Control** field allows you to change the room capacity and add consent or drop consent. The **Requested Room Capacity** should always be the same as the **Enrollment Capacity** except in special cases. **Add** consent is used for *Department consent* to stop students from registering without a permission number. **Drop** consent is similar but it will stop students from dropping a course without a permission number.

Room C	Characteristics		Personalize   Find   🖾   🔣 🛛 First 🕚 1 of 1 🕑 Last
*Room Ch	aracteristic	Description	*Quantity
14	Q	Media - Data Projector/Monitor	1 –
Enrollm	ent Control		
	*Add Conser	No Special Consent Required	Requested Room Capacity 35
	*Drop Conser	No Special Consent Required 🔻	Enrollment Capacity 35
		Auto Enroll from Wait List	Wait List Capacity 20
Reserve	Capacity		Find   View All First 🕚 1 of 1 🕑 Last

The waitlist will automatically be updated when you change the Enrollment Capacity according to the University's waitlist policies.

Enrollment Control			
*Add Consent	No Special Consent Required	•	Requested Room Capacity 19
*Drop Consent	No Special Consent Required	¥	Enrollment Capacity
	Auto Enroll from Wait List		Wait List Capacity 10

The **Reserve Capacity Field** will be visible but not editable by administrators. If you would like to add a reserve capacity please leave a detailed description in the **Instructions/Explanation** field and the Registrar's office will add them manually into PeopleSoft.

Reserve Capacity	<u>,                                     </u>		Find   View All	First 🕚 1 of 1 🕑 Last
*Reserve C	apacity Sequence	Enrollment Total		
Reserve Capac	city Requirement Group		Personalize   Find   💷   🔢	First 🕚 1 of 1 🕑 Last
* Start Date	*Requirement Group			Cap Enrl
				0
Instructions/Expla	anation			
				//
L				

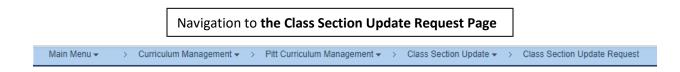
The **Instructions/Explanations** field can be used for any comments or questions about the class section being added. Once you have filled out all of the appropriate information you can hit the **Submit Request** button to send your request to the Registrar's Office staff to approve.

				-
Instruc	tions/Explanation			
Test				
		Submit Request	]	

If your Class Section Add form was successfully requested you will see the below message giving you the request number and a message telling you that the request has been sent. You can click OK and continue adding more Class Sections.

ect one of the action item and other parameters		
Select Option 💿 Add 💿 Change 🔍 Cano	Search	
Term Q Subject Q Catalog	Q Offer Nbr Q Clear	
	Message	
	Request Number: 0000000097 (20000,36)	
	You have successfully submitted Class section update request.	
	ОК	

## **Changing Class Sections**



Once you have searched for you Class Section using the **Change** search criteria, all of the available information currently in PeopleSoft will be displayed in the form. Any areas that are grayed-out and therefore *read-only* can be referenced in the **comments section** if a change is needed.

#### Class Section Update Submit

Select one	of the action item and	other parameters		
Select O	ption O Add	Change     Cane	cel	Search
Term 220	01 Class Nbr 105	592		Clear
Class Secti	on			Find   View All 🛛 First 🕚 1 of 1 🕑 Last
	Course ID 107574 Subject ENGLIT Catalog Nbr 0500 Class Nbr 10592 Class Section 1155 se Component SEM	INTRO TO CRITICAL REA English Literature	*Sess *Start/End D	tion PGH Q Pittsburgh Campus sion AT Q Academic Term pate 08/26/2019 12/06/2019 13 yppe Enrollment v ass 1155 V Schedule Print
Class Att	ributes		Personalize	Find   View All   🔄   🔢 💿 First 🕚 1-2 of 11 🛞 Last
*Course Attribute	Description		*Course Attribute Value	Description
BRC	Writing Intensive Course		WRIT	Writing Requirement Course
DSGE	*DSAS General Ed. Requ	irements	LIT	Literature 🛨

You can add or remove class attributes, but remember that only the first two attributes display automatically so you can hit **View All** to see the entire list. General Education Requirement attributes will not be editable, as these are determined by the Dean's Office of a given school.

Class Section	on					Find   View All First 🕚 1 o	1 🕑	Last
	Sul Catalog Class Class Se	se ID 107574 bject ENGLIT g Nbr 0500 s Nbr 10592 ction 1155 ment SEM	INTRO TO CRITICAL REAL English Literature	*S *Start/En		Academic Term 26/2019 3 12/06/2019 3		
Class Attr	ibutes			Persona	lize   Find	View 2   🖾   🔣 💿 First 🕚 1-11 of 1	1 🕑 L	_ast
*Course At	tribute	Description		*Course Attribute	Value	Description		
BRC		Writing Intensive	e Course	WRIT		Writing Requirement Course	+	
DSGE		*DSAS General	Ed. Requirements	LIT		Literature	+	
FNL	Q	Scheduled Fina	I	HOURLY	Q	Hourly Final	+	-
GSWS	Q			GSWS	Q	Gender, Sexuality & Women's St	+	-
SCGE		*SCI General E	d. Requirements	PMATHC HUM		Pmathic Ctext: Humanistic	+	
UCIS	Q	UC for Internatio	onal Studies	AFRST	Q	African Studies	+	-
UCIS	Q	UC for Internatio	onal Studies	ECC	Q	European and Eurasian Studies	+	-
UCIS	Q	UC for Internatio	onal Studies	GLBST	Q	Global Studies	+	-
UCIS	Q	UC for Internatio	onal Studies	REES	Q	Russian & East European Studie	+	-
UCIS	Q	UC for Internatio	onal Studies	TS	Q	Transatlantic Studies	+	-
UCIS	Q	UC for Internatio	onal Studies	WES	Q	West European Studies	+	-

The Meeting Pattern information that is currently entered in PeopleSoft will be displayed automatically, but you can make changes to all information including dates, times, days, facility, and instructor. *If you see the 25 room characteristic please ignore, the 25 characteristic is for Registrar Use Only.* 

Facility ID Capacity Std Mtg Pattern Mtg Start Mtg End M T W T F S S *Start/End Date	Meeting Pattern										Find	View	All	First	1	of 1 🔮	Last
Instructors For Meeting Pattern     Personalize   Find   View All   ]   First (1 of 1 ) Last       D     Name     *Instructor Role     Print     Access       2934668     Carol Bove     Primary Instructor     Image: Carol Bove     Image: Carol Bove     Image: Carol Bove       Room Characteristics       Personalize   Find   ]   First (1 of 1 ) Last       *Room Characteristic     Description			WFQ	2:00PM				$\checkmark$			s □	<mark>\$</mark> □			_	/06/201	+ -
D       Name       *Instructor Role       Print       Access         2934668       Carol Bove       Primary Instructor       Image: Approve instructor       <			Topic i					ceroi	maci	opic							
2934668       Carol Bove       Primary Instructor       Approve       Image: Carol Bove         Room Characteristics       Personalize   Find   Image: Carol Bove       First Image: Carol Bove       1 of 1 Image: Carol Bove         *Room Characteristic       Description       Image: Carol Bove       Image: Carol Bove       Image: Carol Bove	Instructors For Me	eting Patte	ern				Perso	nalize	Find	View	All	21		First	1 (	of 1 🕑	Last
Room Characteristics       Personalize   Find   2   1 First (1 of 1 ) Last         *Room Characteristic       Description	ID		Name		*	Instruc	tor Rol	е		Prir	nt		A	ccess			
*Room Characteristic Description *Quantity	2934668 🔍	Carol Bove			Primar	y Instruc	ctor	~	/	$\checkmark$	]	Ap	prove		$\sim$	+	-
*Room Characteristic Description *Quantity																	
*Room Characteristic Description *Quantity	Room Characteris	tics						Pe	rsona	lize   F	ind l	ı.		First	<li>1</li>	of 1 🕞	last
			Description					10	150na	120 1 1	ing (	-			· ·		Last
25 Q PeopleSott - Scheduled (PS)													QU	unity	1		
	25 Q		PeopleSoft - S	cheduled (F	'S)									1		+	_

There may be multiple meeting patterns listed for a given class section. All the multiple meeting patterns can be viewed at once using the **View All** link. If there is more than one meeting pattern, make sure any necessary changes are made to both before submitting. You can also add or remove an extra/incorrect meeting pattern using the plus and minus buttons on the far left side of the meeting pattern area.

Meeting Pat	ttern										I	Find	View	1 First	1-	2 of 2	
Facility ID CL00139		Capacity 36	Std Mtg MWF	Pattern	Mtg Start 2:00PM	Mtg End 2:50PM	M	T	w Ø	T	F	s □	s	* Start/End 08/26/201	and the second s	12/06/201	9
				Topic I				F	ree For	mat T	opic	E					
Instructor	s For M	eeting P	attern					Perso	nalize	Find	Viev	AII		Firs	it 🚯 1	of 1 🕑	Last
ID			,	Name			Instruc	tor Rol	le		Pri	nt		Acces	5		
2934668	Q	Carol B	ove			Primary	y Instru	ctor	Ŷ	2	E	3	A	pprove	Ų	•	
Facility ID	Q	Capacity	Std Mtg	Pattern	Mtg Start	Mtg End	M	T	w	T	F	s	s	*Start/End 08/26/201			•
				Topic I	DQ			F	ree For	mat T	opic	Ē					

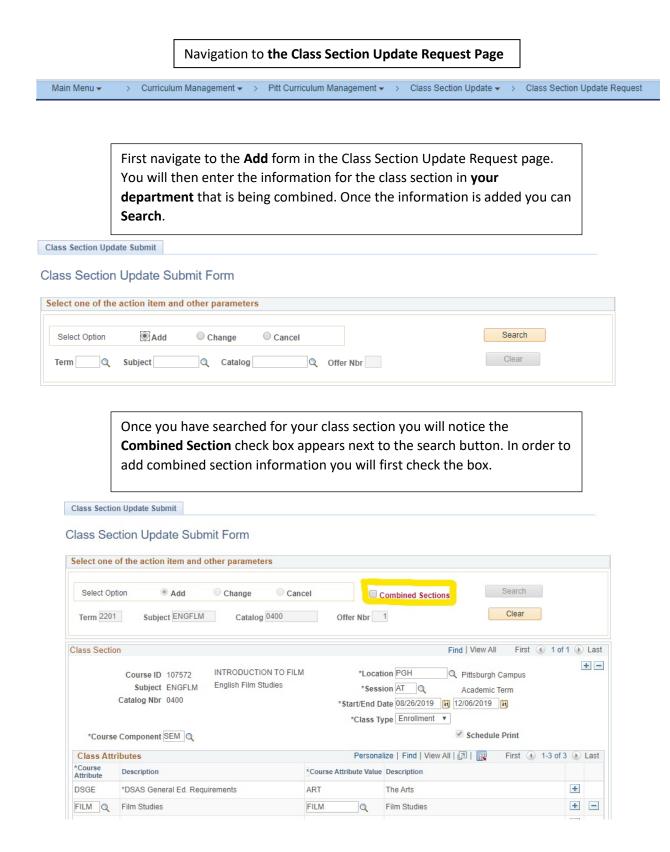
In the Enrollment Control tab you can add/remove department consent from the Add Consent or Drop Consent drop down menus. This will not allow students to either add the class, for add consent, or drop the class, for drop consent, without a permission number. You can also adjust the Enrollment Capacity, which should match the Requested Room Capacity except in special circumstances. The Waitlist will automatically be updated to the correct number based on our waitlist policy.

Enrollment Con	itrol		
*A(	dd Consent No Special Consent	Required 🗸	Requested Room Capacity 22
*Dro	op Consent No Special Consent	Required 🗸	Enrollment Capacity 22
	Auto Enroll from	Wait List	Wait List Capacity 20
Reserve Capacity	1		Find   View All 🛛 First 🕚 1 of 1 🛞 Last
*Reserve C	Capacity Sequence	Enrollment Total	
Reserve Capa	city Requirement Group		Personalize   Find   🖾   🔢 🛛 First 🚳 1 of 1 🛞 Last
* Start Date	*Requirement Group		Cap Enrl
			0
	anation		
structions/Evola	indion		
structions/Expla			
structions/Expla			

If you would like to change the Reserve Capacity please leave a comment with the changes and the Registrar's Office will make the changes on your behalf. Any other comments or concerns can be entered in the Instructions/Explanations textbox, and then the change can be submitted to be approved by the Registrar's Office team. The Request Number of your submitted change will be displayed and a message confirming that you have successfully submitted your request.

ect one of the	action item and	d other paramet	ters	
elect Option	⊖ Add	Change	OCancel	Search
rm Q	Class Nbr	Q		Clear
				Hassaga
				Message
				Message Request Number: 000000098 (20000,36)

### Adding a Combined Section



Once the combined section checkbox is checked, a field for combined section information will appear at the bottom of the page. Here you can put the class section information for the section your class will be combined with, including the enrollment capacity of the other section.

Facility ID       Capacity Std Mtg Pattern       Mtg Start Mtg End       M       T       W       T       F       S       *Start/End Date         CL0244A       36       TH       1:00PM       2:15PM       Image: Comparison of the start of t		00.00.00	a. Ea. 110 qui onto							,	_	-
Facility ID       Capacity Std Mtg Pattern       Mtg End       Mtg T       F       S       **Start/End Date         CL0244A       36       TH       100PM       2:15PM       Free Format Topic         Instructors For Meeting Pattern       Personalize       Find   View All   [2]]       First © 1 of 1 © L         Instructors For Meeting Pattern       Personalize       Find   View All   [2]]       First © 1 of 1 © L         Name       *Instructor Role       Print       Access       V ©         Q       Primary Instructor       V       V       V       V         Room Characteristic       Description       V       V       V       V       V         Room Characteristic       Description       V </td <td>leeting Pattern</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Find</td> <td>View All</td> <td>First 🕢</td> <td>1 of 1 🕑</td> <td>) La</td>	leeting Pattern							Find	View All	First 🕢	1 of 1 🕑	) La
Instructors For Meeting Pattern Personalize   Find   View All   2]  First  First  for 1 of 1  Access  Name Primary Instructor Role Print Access  Room Characteristic Personalize   Find   2]  First  for 1 of 1  First Room Characteristic Personalize   Find   2]  First  for 1 of 1  First Room Characteristic Personalize   Find   2]  First  for 1 of 1  First Requested Room Capacity  20 Find Consent  No Special Consent Required  Acto Enrollment Capacity  20 Find View All  First  for 1 of 1  First	Facility ID CL0244A		_				<b>√</b>		3		12/06/2019	+
D       Name       *Instructor Role       Print       Access         Q       Primary Instructor       Image: Consent Consent Consent Consent Consent Consent Consent Consent Consent Required       Image: Consent Consent Consent Consent Consent Required       Image: Consent			Topic ID	)		Free	Format T	opic				
Room Characteristics   Room Characteristics   Room Characteristic   Description   *Add Consent   *Add Consent   No Special Consent Required   *Add Consent   No Special Consent Required   *Add Consent   No Special Consent Required   *Add Consent   *Add Consent   No Special Consent Required   *Add Consent   *Add Consent   No Special Consent Required   *Auto Enroll from Wait List   Wait List Capacity   20   *Reserve Capacity   *Reserve Capacity Sequence   Enrollment Total   Reserve Capacity Requirement Group   *Start Date   *Requirement Group   *Combined Sections (Cross Listed)   Personalize   Find   Wiew All   [2] ] First (1 of 1 (Last   Combined Sections (Cross Listed)   Personalize   Find   View All   [2] ] First (1 of 1 (Last   Subject Area   Catalog Nbr   Class Nbr   Enrollment Capacity   CGS   * </td <td>Instructors For</td> <td>Meeting Pa</td> <td>ttern</td> <td></td> <td></td> <td>Person</td> <td>alize   Fir</td> <td>d   View All  </td> <td>2  🔢</td> <td>First 🕚</td> <td>1 of 1 🕑</td> <td>La</td>	Instructors For	Meeting Pa	ttern			Person	alize   Fir	d   View All	2  🔢	First 🕚	1 of 1 🕑	La
Room Characteristics       Personalize       Find       First       1 of 1       1         Room Characteristic       Description       Image: Comparison of the second of the se	D		Name		*Instruc	tor Role		Print	1	Access		
Room Characteristic Description     Enrollment Control     *Add Consent   *Add Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Auto Enroll from Wait List   Wait List Capacity   20   *Reserve Capacity   *Reserve Capacity Sequence   Enrollment Total   Reserve Capacity Requirement Group   *Start Date   *Requirement Group   *Start Date   *Start Date   *Start Date   *Requirement Group   *Start Date   *Requirement Group   *Start Date   *Start Date   *Start Date   *Requirement Group   *Start Date	Q				Primary Instruc	ctor	T				•	
Room Characteristic Description     Enrollment Control     *Add Consent   *Add Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Drop Consent   No Special Consent Required   *Auto Enroll from Wait List   Wait List Capacity   20   *Reserve Capacity   *Reserve Capacity Sequence   Enrollment Total   Reserve Capacity Requirement Group   *Start Date   *Requirement Group   *Start Date   *Start Date   *Start Date   *Requirement Group   *Start Date   *Requirement Group   *Start Date   *Start Date   *Start Date   *Requirement Group   *Start Date												
	Room Characte	ristics					Persor	alize   Find	2	First 🕢	1 of 1 🕞	) L
Enrollment Control  *Add Consent No Special Consent Required * Requested Room Capacity 20 *Drop Consent No Special Consent Required * Enrollment Capacity 20 @ Auto Enroll from Wait List Wait List Capacity 20 Reserve Capacity Sequence Enrollment Total  Reserve Capacity Requirement Group *Reserve Capacity Requirement Group *Reserve Capacity Requirement Group *Reserve Capacity Requirement Group *Reserve Capacity Requirement Group *Start Date *Requirement Group *Reserve Capacity Cross Listed) Personalize   Find   View All 20 * First 4 1 of 1 4 Last Subject Area Catalog Nor Class Nor Enrollment Capacity CGS structions/Explanation (include Reserve Capacity information in this section)	Room Characteristi	с	Description	1					-			
*Add Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Auto Enroll from Wait List  Wait List Capacity 20  Reserve Capacity  Find View All First  1 of 1  Last *Reserve Capacity Requirement Group  Personalize Find View All  First  1 of 1  Last Combined Sections (Cross Listed)  Personalize Find View All  First  1 of 1  Last Subject Area  Catalog Nbr  Class Nbr Enrollment Capacity  CGS  structions/Explanation (include Reserve Capacity information in this section)	(	2									+	ŀ
*Drop Consent No Special Consent Required   *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required  *Drop Consent No Special Consent Required *Drop View All First & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist & 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent Personalize Find View All Prist # 1 of 1  *Drop Consent	Enrollment Con	trol										
Auto Enroll from Wait List     Wait List Capacity 20  Reserve Capacity     Find   View All First      1 of 1      Last     Reserve Capacity Requirement Group     Personalize   Find   2      First      1 of 1      Last     Cap Enri  Combined Sections (Cross Listed)     Personalize   Find   View All 2      First      1 of 1      Last     Subject Area     Catalog Nbr Class Nbr Enrollment Capacity CGS     Structions/Explanation (include Reserve Capacity information in this section)	*Ad	d Consent	No Special Conser	nt Required	Ŧ			Request	ed Room C	apacity	20	
Reserve Capacity   *Reserve Capacity Sequence   Enrollment Total     Reserve Capacity Requirement Group   *Start Date   *Requirement Group   Personalize   Find   View All   Z   First (1 of 1 ) Last Cap Enrol     Combined Sections (Cross Listed)  Personalize   Find   View All   Z   First (1 of 1 ) Last Subject Area   Catalog Nbr   Class Nbr   Enrollment Capacity   CGS    Structions/Explanation (include Reserve Capacity information in this section)	*Dro	p Consent 🛽	No Special Conser	nt Required	•			E	nrollment C	apacity	20	
*Reserve Capacity Sequence Enrollment Total  Reserve Capacity Requirement Group Personalize Find Personalize Find First 1 of 1 Last Cap Enrol  Combined Sections (Cross Listed) Personalize Find View All Personalize Find 1 of 1 Last Subject Area Catalog Nbr Class Nbr Enrollment Capacity CGS Structions/Explanation (include Reserve Capacity information in this section)			Auto Enroll fro	m Wait List					Wait List C	Capacity	20	
Reserve Capacity Requirement Group       Personalize   Find   [2]   First (1 of 1 (1 Last Cap End)         Start Date       *Requirement Group       Cap End         Combined Sections (Cross Listed)       Personalize   Find   View All   [2]   First (1 of 1 (1 Last Subject Area       Catalog Nbr         Class Nbr       Enrollment Capacity       CGS         Subject Area       Catalog Nbr       Class Nbr         Subject Area       Catalog Nbr       Class Nbr         Structions/Explanation (include Reserve Capacity information in this section)       **	Reserve Capacity							Find	View All	First 🕚	1 of 1 🕟	La
* Start Date *Requirement Group Cap Enri Combined Sections (Cross Listed) Personalize   Find   View All   🔄   📰 First 🚯 1 of 1 🕑 Last Subject Area Catalog Nbr Class Nbr Enrollment Capacity CGS	*Reserve Ca	apacity Sequ	ience	Enrollme	nt Total							
Combined Sections (Cross Listed) Personalize   Find   View All   [2]   First (1 of 1 ) Last Subject Area Catalog Nbr Class Nbr Enrollment Capacity CGS structions/Explanation (include Reserve Capacity information in this section)	Reserve Capac	ity Require:	ment Group			F	Personaliz	e   Find   🗇	🔜	First 🕢 1 d	of 1 🕟 La	st
Combined Sections (Cross Listed)       Personalize   Find   View All   [2]   [2] First (1) of 1 (2) Last         Subject Area       Catalog Nbr       Class Nbr       Enrollment Capacity       CGS         Q       Q       Q       Image: Structions/Explanation (include Reserve Capacity information in this section)       Image: Structions/Explanation (include Reserve Capacity information in this section)	* Start Date	*Requ	irement Group							Cap E	Enrl	
Subject Area       Catalog Nbr       Class Nbr       Enrollment Capacity       CGS         Q       Q       Q       Q       +       -												0
Subject Area       Catalog Nbr       Class Nbr       Enrollment Capacity       CGS         Q       Q       Q       Q       +       -	Combined Secti	ons (Cross	Listed)		Perso	nalize   F	ind   View	AII [2]	First	( 1 of 1 (	🕑 Last	
structions/Explanation (include Reserve Capacity information in this section)			,	Catalog Nb					-			
		Q		Q		Q				+	-	
	structions/Expl	anation (inc	lude Reserve (	apacity inform	nation in this	s section	1)					
Submit Request	ou aouonore.com	inducin (inc		apaony mon		00000	.,					_
Submit Request												
					Submit Requi	est						

The **Class Number** field, highlighted below, is *optional*. If you are combining your new class section with an **existing** class section you will enter the class number of the section you are combining with. However, if you are combining your section with another **new** section you will leave this field **blank**.

Combined Sections (Cross	s Listed)	Personalize   F	Find   View All   🔄   📑	First 🕢	) 1 of 1	🕑 Last
Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS		
FMST	0120 Q	Q	10		+	-

If you are combining with an existing class section you can use the magnifying class to search for the class number, or enter it manually if you already know it.

eeting Pattern							t 🕢 1.0f1	N Last
				Look Up	o Class	s Nbr		
Facility ID         Capacity         Std Mtg Pattern         Mtg           CL0244A         Q         36         TH         Q         1:00	StartMtg EndMPM2:15PMIIII	T W	S. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Te	erm	;	2204	H
T-sta ID		Froo	Format Top	Subject Ar	rea		FMST	
Topic ID	_]Q	1100	Tornat Top	Catalog		1	0120	
Instructors For Meeting Pattern		Person	alize   Find	Class N		•	0120	
D Name	*Instra	ctor Role		CidSS I	4D1 -			
Q	Primary Instr		T	Look U		Clear	Cancel	Basic
~				5 5 7 7 5 8 B		Clear	Calicer	Dasic
				Lookup				
				Search F	Results			
Room Characteristics			Personali	View 100	First	1-13	of 13 🕑 Las	t
Room Characteristic Description				Class Nbr	Descrip	otion		
Q				30962	INTRO	DUCTION	TO FILM	
Y				30964	INTRO	DUCTION	TO FILM	
Enrollment Control				30969	INTRO	DUCTION	TO FILM	
( <u></u>	·····			30970	INTRO	DUCTION	N TO FILM	
*Add Consent No Special Consent Rec	uired v			30971	INTRO	DUCTION	N TO FILM	
*Drop Consent No Special Consent Rec	uired 🔻			30972	INTRO	DUCTION	N TO FILM	
				30973			N TO FILM	
Auto Enroll from Wa	it List			30974			N TO FILM	
				30975			N TO FILM	
teserve Capacity				30978			N TO FILM	
*Reserve Capacity Sequence	Enrollment Total			30979			N TO FILM	
Reserve Capacity Sequence	Enronment rotar			31509			N TO FILM	
Reserve Capacity Requirement Group		F	Personalize	31781	INTRO	DUCTION	N TO FILM	
* Start Date *Requirement Group								
Combined Sections (Cross Listed)	Por	onalize   Fi	ind   View Al					
	Catalog Nbr		Enrollment					
FMST Q 0120		0		10			+ -	_

Another important feature is the check box labeled *CGS* -- this is only for use by the College of General Studies. If you are not part of the College of General Studies school please do not use this checkbox.

	Personalize   F	Find   View All   🔃   🔢	First	🕙 1 of 1	Last	
Catalog Nbr	Class Nbr	Enrollment Capacity	CGS			
0120 🔍	30962 🔍	10		+	-	
		Catalog Nbr Class Nbr		Catalog Nbr Class Nbr Enrollment Capacity CGS	Catalog Nbr Class Nbr Enrollment Capacity CGS	Catalog Nbr Class Nbr Enrollment Capacity CGS

Instructions/Explanation (include Reserve Capacity information in this section)

Once you have filled out the information for the class section you are combining with, you can hit the Submit Request button to send the section to be approved by the other department involved in the combined section.

bined Sections (Cross Listed	1)	Personalize   F	ind   View All   🔁   🏢	First (	) 1 of 1 🤇	Last
Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS		
FMST Q	0120 🔍	Q	10		+	-
tions/Explanation (include R	soon o supacity informati		·/			

When submitted you will receive a message with the Request Number, which is an easy way to keep track of your class section update.

Message
Request Number: 0000000 <mark>119</mark> (20000,36)
You have successfully submitted Class section update request.
ок

# **Changing or Cancelling a Combined Section**

Navigation to the Class Section Update Request Page

Main Menu 🗸 🔰 Curriculum Management 🗸 🦻 Pitt Curriculum Management 🗸 👌 Class Section Update 👻 Class Section Update Request

After navigating to the **Class Section Update Submit Form** use the search to find the section you would like to change. If the section is combined you will see the **Combined Section** link in the *meeting pattern tab.* In order to view the combined section information you can click on this link.

Class Section Update Submit

Select one of	of the action item and ot	her parameters			
Select Opti	ion Add	Change     O	Cancel	Search	
Term 2204	Class Nbr 1085	5		Clear	
Class Section	1			Find   View All First ④ 1 of 1	🕑 Last
CI	Course ID 107572 Subject ENGFLM Catalog Nbr 0400 Class Nbr 10855 ass Section 1030 Component SEM	INTRODUCTION TO F English Film Studies	*Start/En *Clas	ocation       PGH       Pittsburgh Campus         Session       AT       Academic Term         nd       Date       01/06/2020       04/17/2020         ss       Type       Enrollment       Image: Schedule Print         d       Class       1030       Image: Schedule Print	
Class Attri	butes		Pers	sonalize   Find   View All   🔄   🏢 👘 First 🕢 1-3 of 3 🥡	🕑 Last
*Course Attribute	Description		*Course Attribute V	alue Description	
DSGE	*DSAS General Ed. Requir	ements	ART	The Arts	
FILM Q	Film Studies		FILM	Film Studies	
SCGE	*SCI General Ed. Requiren	nents	PMATHC HUM	Pmathic Ctext: Humanistic	E
Meeting Pat	Capacity Std Mtg		4:50PM	Find         View All         First         4         1 of 1         4           W         T         F         S         *Start/End Date         01/06/2020         04/17/202           Free Format Topic	+ -

Below is the *combined section information* for this class. This include the enrollment information and both class identifiers. If this is the correct section, can hit return to go back to the request form.

**Combined Section** 

tle Name Pa	art						
ombined	Section D	etail					
	Academic	: Institution	UPITT	Jniversity of Pittsburgh			
		Term	2204	Spring Term 2019-2020			
		Session	AT /	Academic Term			
	Combined	Sections ID	0043	MST/0120/ENGFLM/0400	S SI	tip Mtg Pattern & Inst	r Edit
					closed if students are on the rictions may apply to open cla		
Combined E	Enrollment Cap	acities					
Requested F	Room Capacity			Enrollment Capacity	Enrollment Tota	al	Available Sea
36				36	0		36
Wait List Cap	pacity			Wait List Total			
29				0			
Combined	Sections				Personalize	Find   🛛   🌉	1-2 of 2
Subject	Catalog	Section	Class Nur	n Description	Status	Enrollment Total	Wait Tot
ENGFLM	0400	1030	10855	INTRODUCTION TO FILM	Open	0	0
FMST	0120	1105	30979	INTRODUCTION TO FILM	Open	0	0

If the class information for the combined section is correct, you can make changes normally. For this example I will be changing the enrollment capacity.

Meeting Pattern				Find   View	All First 🕢 1 of	1 🕑 Las
Facility ID Capacity CL0244A Q 36	Q 1:00PM	art Mtg End M M 4:50PM €	T W T		*Start/End Date 01/06/2020 🛐 04/17	+ = /2020 🛐
		Con	bined Section			
Instructors For Meeting	Pattern		Personalize   F	ind   View All   🔄	📑 🛛 First 🕢 1 of	1 🕑 Last
ID	Name	*Instruc	tor Role	Print	Access	
٩		Primary Instru	ctor 🔻		٣	+ -
Room Characteristics			Person	alize   Find   🔄	First 🕢 1-2 of	2 🕟 Las
Room Characteristic	Description					
4 🔍	Media - Data Proje	ctor/Monitor			-	-
25	PeopleSoft - Schee	duled (PS)				
Enrollment Control						
*Add Consen	t No Special Consent Requi	red v		Requested Ro	om Capacity 27	Total
*Drop Consen	t No Special Consent Requi	red v		Enrollm	ent Capacity 27	0
	Auto Enroll from Wait	List			List Capacity 20	0
Reserve Capacity				Find   View /	All First 🕢 1 of 1	Last
*Reserve Capacity S	equence	nrollment Total				
Reserve Capacity Requ	irement Group		Personal	ize   Find   🔄   📑	First 🕢 1 of 1 🥡	Last
* Start Date *R	equirement Group				Cap Enrl	
						0
structions/Explanation (	include Reserve Capacity	y information in thi	s section)			
		Submit Requ	aat			
	l	Submit Requ	est			

Once all of your changes have been made you can submit your request. It may be beneficial to add a comment noting your change, to help the other approvers know what has been altered.

	nt No Special Consent		Requested Room	Capacity 15 Total
*Drop Conse	nt No Special Consent	Required •	Enrollment	Capacity 15 0
	Auto Enroll from	n Wait List	Wait List	Capacity 10 0
Reserve Capacity			Find   View All	First 🕚 1 of 1 🕑 Las
*Reserve Capacity	Sequence	Enrollment Total		
Reserve Capacity Req	uirement Group		Personalize   Find   🔄   🔣	First 🕢 1 of 1 🕟 Last
* Start Date *I	Requirement Group			Cap Enrl
				0
structions/Explanation	(include Reserve Ca	apacity information in this se	ection)	
pdated enrollment capacity	•		,	

Once you submit your request you will be given the **request number**, which can be a tool to help keep track of your different requests. To monitor your request after submission you can use the *approval page (shown before approved) and history page (shown after approved)*.

Output Output		()	Ö	Search
Select Option	O Add	Change	Cancel	Clear
Term Q	Class Nbr			
				Managan
				Message
				Request Number: 0000000135 (20000,36)
				You have successfully submitted Class section update request.
				ок

To see the progress of your request you can go to the **Class Section Update Approval** Page, and select the request you would like to view. If it is not shown here, check the History page, which is where it shows once it is approved.

Class Section U	ndata Ani	aroval							
siass section o	puate App	Jiovai							
Enter any informatior	n you have a	nd click Search. L	eave fields bl	lank for a list	of all values.				
Find an Existing	Value								
Search Criteri	•								
<ul> <li>Search Criteri</li> </ul>	a								
Course have the									
Search by: Cla	ss Section U	pdate ID 🔻 begin	is with						
imit the number of r	esults to (up	to 300): 300							
Search Advan	ced Search								
Search Advan	ced Search								
	ced Search								
Search Results	ced Search						First (	) 1-11 of 11	() Last
Search Results View All		Term Catalog Nbr	Subject Area	Option Type	Special Request	Back To Back	First G		<u> </u>
Search Results View All Class Section Update		Term Catalog Nbr 2204 0815	Subject Area				-		etime
Search Results View All Class Section Update 0000000007	ID Course ID	-		Change		No	Submitted Update Opri	d Created Date	etime 1:59PM
Search Results View All Class Section Update 0000000007 0000000013 0000000019	ID Course ID 188435 188027 110790	2204 0815 2201 1703 2204 1776	ENGLIT ANTH HIST	Change Change	No No	No No No	Submitted Update Opri SEB171 SEB171 KMS164	d Created Date 09/17/2019 09/18/2019 09/19/2019	etime 1:59PM 9:20AM 8:12AM
Search Results View All Class Section Update 0000000007 0000000013 0000000019	ID Course ID 188435 188027	2204 0815 2201 1703	ENGLIT ANTH	Change Change Change	No No No	No No No	Submitted Update Opri SEB171 SEB171	d Created Date 09/17/2019 09/18/2019	etime 1:59PM 9:20AM 8:12AM
Search Results View All Class Section Update 0000000007 0000000013 0000000019 0000000039	ID Course ID 188435 188027 110790	2204 0815 2201 1703 2204 1776	ENGLIT ANTH HIST ANTH	Change Change Change Change	No No No No	No No No	Submitted Update Opri SEB171 SEB171 KMS164	d Created Date 09/17/2019 09/18/2019 09/19/2019	etime 1:59PM 9:20AM 8:12AM 3:56PM
Search Results View All Class Section Update 0000000007 0000000013 0000000039 0000000039	ID Course ID 188435 188027 110790 100916	2204 0815 2201 1703 2204 1776 2204 3000	ENGLIT ANTH HIST ANTH ANTH	Change Change Change Change Add	No No No No	No No No No	Submitted Update Opri SEB171 SEB171 KMS164 SEB171	d Created Date 09/17/2019 09/18/2019 09/19/2019 10/03/2019	etime 1:59PM 9:20AM 8:12AM 3:56PM 11:12AM
Search Results View All Class Section Update 0000000007 0000000013 00000000019 00000000039 00000000055 0000000065	ID Course ID 188435 188027 110790 100916 187454	2204 0815 2201 1703 2204 1776 2204 3000 2201 1617	ENGLIT ANTH HIST ANTH ANTH ENGFLM	Change Change Change Change Add Add	No No No No No No	No No No No No	Submitted Update Opri SEB171 SEB171 KMS164 SEB171 SEB171	d Created Date 09/17/2019 09/18/2019 09/19/2019 10/03/2019 10/10/2019	etime 1:59PM 9:20AM 8:12AM 3:56PM 11:12AM 11:13AM
Search Results View All	ID Course ID 188435 188027 110790 100916 187454 107572	2204 0815 2201 1703 2204 1776 2204 3000 2201 1617 2201 0400	ENGLIT ANTH HIST ANTH ANTH ENGFLM ENGFLM	Change Change Change Change Add Add Add	No No No No No No No	No No No No No No	Submitted Update Opri SEB171 SEB171 KMS164 SEB171 SEB171 SEB171	d Created Date 09/17/2019 09/18/2019 09/19/2019 10/03/2019 10/10/2019 10/10/2019	time 1:59PM 9:20AM 8:12AM 3:56PM 11:12AM 11:13AM 3:57PM
Search Results View All Class Section Update 00000000013 0000000013 00000000039 00000000065 0000000066 0000000066	ID Course ID 188435 188027 110790 100916 187454 107572 107572	2204 0815 2201 1703 2204 1776 2204 3000 2201 1617 2201 0400 2201 0400	ENGLIT ANTH HIST ANTH ANTH ENGFLM ENGFLM	Change Change Change Change Add Add Add Add	No No No No No No No	No No No No No No No	Submitted Update Opri SEB171 SEB171 KMS164 SEB171 SEB171 SEB171 SEB171	d Created Date 09/17/2019 09/18/2019 09/19/2019 10/03/2019 10/10/2019 10/10/2019 10/16/2019	time 1:59PM 9:20AM 8:12AM 3:56PM 11:12AM 11:12AM 3:57PM 11:08AM
Search Results View All Class Section Update 00000000013 0000000019 00000000039 00000000065 00000000065 0000000066 00000000	ID Course ID 188435 188027 110790 100916 187454 107572 107572 107477	2204 0815 2201 1703 2204 1776 2204 3000 2201 1617 2201 0400 2201 0400 2204 0200	ENGLIT ANTH HIST ANTH ANTH ENGFLM ENGFLM ENGCMP HIST	Change Change Change Change Add Add Add Add Add Add	No No No No No No No No	No No No No No No No	Submitted Update Opri SEB171 SEB171 KMS164 SEB171 SEB171 SEB171 SEB171 SEB171 SEB171	d Created Date 09/17/2019 09/18/2019 09/19/2019 10/03/2019 10/10/2019 10/10/2019 10/16/2019 10/18/2019	time 1:59PM 9:20AM 8:12AM 3:56PM 11:12AM 11:13AM 3:57PM 11:08AM 11:15AM

As you can see, the change you made will be highlighted in red, and at the bottom of the page you will be able to see where in the approval workflow your request stands in the process. Here you can see that it has been sent to the second department approver but has not been approved or denied yet.

ntrol							
Add Consent No Special Con	sent Required	Requested Room Capacity 15					
rop Consent No Special Cor	sent Required	Enrollment Capacity 15					
Auto Enroll	From Waitlist	Wait List Capacity 10					
ity		Find   View All First 🕢 1 of 1 🕑	Last				
Capacity Sequence	Enrollment Total 0						
acity Requirement Group	)	Personalize   Find   🔄   🌉 🛛 First 🕢 1 of 1 🕟 L	ast				
Requirement Group		Enrollment Capacity					
			0				
xplanation							
ent capacity							
		Deny					
	ntrol dd Consent No Special Con rop Consent No Special Con e Auto Enroll ty Capacity Sequence acity Requirement Group Requirement Group	ntrol Add Consent No Special Consent Required rop Consent No Special Consent Required @ Auto Enroll From Waitlist ty Capacity Sequence Enrollment Total 0 acity Requirement Group Requirement Group cplanation	ntrol  Add Consent No Special Consent Required  Add Consent No Special Consent Required  Frond Capacity 15  Auto Enroll From Waitlist  To Personalize Find 2  Requirement Group  Require				

Stage 1

PITT_CSU_ID=	0000	000135:Pending	
Path 1 - DEPT			
Pending Multiple Approvers CSU - Department		Not Routed Multiple Approvers CSU Registrar - PIT	

The process for **cancelling** a combined section is very similar to changing a combined section. Search for the class you would like to cancel, and like the change you will see **the combined section link** in the *Meeting Pattern tab*.

Favorites 👻	Main Menu 👻 > Curriculum Management 👻 >	Pitt Curriculum Management $\star$ > Class Section Update $\star$ > Class Section Update Requ
		SEB171 Logged On PITCSTST
Class Section	Update Submit	
Class Cast	ion Undete Submit Form	
Jiass Sec	tion Update Submit Form	
Select one o	f the action item and other parameters	
Select Opti	on OAd OChange <mark>OCancel</mark>	Search
Term 2204	Class Nbr 10857	Clear
Class Section	I	Find   View All First 🕢 1 of 1 🕢 Last
	Course ID 107572 INTRODUCTION TO FILM	*Location PGH Pittsburgh Campus
	Subject ENGFLM English Film Studies	*Session AT Academic Term
(	Catalog Nbr 0400	*Start/End Date 01/06/2020 04/17/2020
ci	Class Nbr 10857	*Class Type Enrollment V
	ass Section 1080 Component SEM	Associated Class 1080 Schedule Print
Class Attri	butes	Personalize   Find   View All   🔄   🏢 First 🕢 1-3 of 3 🕟 Last
*Course Attribute	Description	*Course Attribute Value Description
DSGE	*DSAS General Ed. Requirements	ART The Arts
FILM	Film Studies	FILM Film Studies
SCGE	*SCI General Ed. Requirements	PMATHC HUM Pmathic Ctext: Humanistic
Meeting Pat	tern	Find   View All First 🕢 1 of 1 🕟 Last
Facility ID	Capacity Std Mtg Pattern Mtg Start Mtg End	
CL0244A	36 11:00AM 12:50PM	A Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø Ø
	Topic ID	Free Format Topic
	Print Topic On Transcript	Combined Section

For the cancel form you **cannot make any changes**, except for comments. So you can leave a comment about the reason for cancellation, and it may also be helpful to clarify here whether you want to cancel just *one* section of the combined class or *all* sections. Then you can submit your cancel request.

1	nstructions/Explanation (include Reserve Capacity information in this section)
	low enrollment. Please cancel both combined sections.
	Submit Request

Once submitted you will be notified of the Request Number, and you can go to your approval page to monitor the progess of your request.

elect Option	O Add	Change	Cancel	Search
	Class Nbr	Q	Cancer	Clear
				Message
				Request Number: 000000136 (20000,36)
				You have successfully submitted Class section update request.
				ок

In the approval page you will select your request, and as you can see below there is a column designating the type of request (add, change, or cancel).

#### Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing V	alue								
Search Criteria	1								
Search by: Clas	s Section U	pdate ID 🔻 begin	s with						
Limit the number of re	sults to (up	to 300): 300							
Search Advan	ced Search								
Jearch	Jeu Jearch								
Search Results									
View All							First 🕢	1-12 of 12	Last
Class Section Update	ID Course ID	Term Catalog Nbr	Subject Area	Option Type	Special Request	Back To Back	Submitted Update Oprid	Created Date	etime
000000007	188435	2204 0815	ENGLIT	Change	No	No	SEB171	09/17/2019	1:59PM
000000013	188027	2201 1703	ANTH	Change	No	No	SEB171	09/18/2019	9:20AM
000000019	110790	2204 1776	HIST	Change	No	No	KMS164	09/19/2019	8:12AM
000000039	100916	2204 3000	ANTH	Change	No	No	SEB171	10/03/2019	3:56PM
000000065	187454	2201 1617	ANTH	Add	No	No	SEB171	10/10/2019	11:12AM
000000066	107572	2201 0400	ENGFLM	Add	No	No	SEB171	10/10/2019	11:13AM
000000080	107572	2201 0400	ENGFLM	Add	No	No	SEB171	10/16/2019	3:57PM
000000084	107477	2204 0200	ENGCMP	Add	No	No	SEB171	10/18/2019	11:08AM
000000087	110512	2204 0676	HIST	Add	No	No	KMS164	10/24/2019	11:15AM
000000133	107477	2207 0200	ENGCMP	Change	No	No	SEB171	10/28/2019	8:57AM
000000135	107572	2204 0400	ENGFLM	Change	No	No	SEB171	10/28/2019	11:24AM
000000136	107572	2204 0400	ENGFLM	Cancel	No	No	SEB171	10/28/2019	11:33AM

When your request is selected you will be able to see the step of approval it is on at the bottom of the page. In this example you can see that the other department has approved the request and it has been sent to the Registrar's Office for final approval.

Instructions/Explanation		
Iw enrollment. Please cancel both combined sections.		1
Approve	Deny	

Stage 1

PITT_CSU_ID=00	PITT_CSU_ID=0000000136:Pending								
Path 1 - DEPT									
Approved		Pending							
<ul> <li>Runco,Kelly Mitchell CSU - Department 10/28/19 - 11:34 AM</li> </ul>		Multiple Approvers     CSU Registrar - PIT							

# **Approving Combined Sections**

In order to monitor your Class Section Update form when it has been submitted you can go to the Class Section Update Approval Page. You can either search for a specific class section update or leave the search field blank and hit search to be given the full list of Class Sections waiting for approval.

Favorites 🗸	Main Menu 🖥	- > Curr	iculum Manage	ement 👻 🔿	Pitt Curr	iculum Manager	ment 🗸 > 🛛 Class S	ection Update 👻 > 🛛 🤆	Class Section Update Approva
						SEE	B171 Logged O	n PITCSTST	
Class Section	Update Ap	proval							
Enter any informat	tion you have a	and click Search	. Leave fields t	olank for a li	st of all valu	les.			
Find an Existin	g Value								
Search Crite	eria								
· Scaren enta	or nu								
Search by: 0	Class Section L	Jpdate ID 🔻 be	gins with 0000	000119					
Limit the number o	of results to (up	to 300): 300							
Search Adv	anced Search								
Search	anceu Search								
Search Results	;								
View All							F	irst 🕢 1-10 of 10 🕟	Last
Class Section Upda	ate ID Course II	D Term Catalog	Nbr Subject Are	a Option Ty	e Special R	equest Back To	Back Submitted Updat	te Oprid Created Datetime	e
000000007	188435	2204 0815	ENGLIT	Change	No	No	SEB171	09/17/2019 1:5	
000000013	188027	2201 1703	ANTH	Change	No	No	SEB171	09/18/2019 9:2	0AM
000000019	110790	2204 1776	HIST	Change	No	No	KMS164	09/19/2019 8:1	2AM
000000039	100916	2204 3000	ANTH	Change	No	No	SEB171	10/03/2019 3:5	6PM
000000065	187454	2201 1617	ANTH	Add	No	No	SEB171	10/10/2019 11:1	2AM
000000066	107572	2201 0400	ENGFLM	Add	No	No	SEB171	10/10/2019 11:1	3AM
080000000	107572	2201 0400	ENGFLM	Add	No	No	SEB171	10/16/2019 3:5	7PM
000000084	107477	2204 0200	ENGCMP	Add	No	No	SEB171	10/18/2019 11:0	I8AM
0000000087	110512	2204 0676	HIST	Add	No	No	KMS164	10/24/2019 11:1	5AM
0000000119	107572	2204 0400	ENGFLM	Add	No	No	SEB171	10/25/2019 1:5	7PM

If you would like more search criteria you can use the advanced search function, shown below:

#### **Class Section Update Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find	an	Existing Value	

Search Criteria

Search by: Class Section Update ID ▼ begins with Limit the number of results to (up to 300): 300

Search Advanced Search

#### Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	9			
Search Criteria				
Class Section Update ID	begins with	•		
Course ID	begins with	•		Q
Term	begins with	•		Q
Catalog Nbr	begins with	•		
Subject Area	begins with	•		
Option Type	= <b>v</b>			•
Special Request	= <b>v</b>			
Back To Back	= •			•
Submitted Update Oprid	begins with	•		
Created Datetime	= *			
Case Sensitive				
Limit the number of result	s to (up to 30	0): 300	)	
Search Clear	Basic Sear	ch 🖾	Save Search Criteria	1

Select the desired class section update, and you will be able to view all the information submitted by the other department. If you are looking at your own proposal then you will be able to scroll to the bottom to view what stage of approval it is on.

lass Sectior	u Update A	Approval											Special Re
	· opuato,	.pp.ora.											Back To Ba
CSU ID	0000000119					Sub	mitted	By SE	B171				
Term	2204		Catalog Nbr	0400			Course	e ID 10	7572	Combin	ned Se	ctions	
Option Type	Add	(	reated Date	10/25/19	1:57PM	Appro	val Sta	tus in	Approval I	Process			
Class Section									Fi	nd   View All	First	🕚 1 of 1 🕟 La	ast
	Session Co	ie AT	Academic	Term		Locatio	n PGI	н	Pittsb	urgh Campus			
	Class Section	on				Class N	br 1						
	Subie	ct ENGFLM				Start Dat	e 01/(	06/2020	End	d Date 04/17/2	020		
Col	Irse Compone				Asso	ciated Cla	ss						
000	Class Typ						Ø 5	ichedul	e Print				
Class Attribute						Personaliz	e   Find	View	All   🗔	Eirst	1-3	3 of 3 🕟 Last	
Course Attribute	Descriptio				Course	Attribute Val	ue	De	scription				
DSGE		eneral Ed. Re	quirements		ART				e Arts				
FILM	Film Studi				FILM				m Studies				
SCGE	*SCI Gene	eral Ed. Requ	rements		PMATH	CHUM		Pn	nathic Cte	xt: Humanistic			
Meeting Pattern									Find	View All Fi	rst 🕢	1 of 1 🕟 Last	
Facility ID CL0244A	Capacity   36	Mtg Pattern TH	Mtg Start 1:00PM	Mtg End 2:15PM		T W	T ∢	F	S S	Start Date 01/06/2020		nd Date 04/17/2020	
Topic I	D	Print Top	ic On Transc	ript		Free F	ormat	Торіс					
Instructors F	or Meeting F	attern				Persona	lize   F	ind   Vi	ew All   🛛	🛛 🛛 🔜 🛛 Fin	st 🕢	1 of 1 🕟 Last	
ID		Name			Instructor	Role		Print		Access		Contact	
					Primary Ins	tructor		×.					
Room Characte	aristics						Person	alize   F	ind 2	First	(4) 1	of 1 🕟 Last	
Room Characteristi		De	scription				. 510011			- <u></u>		2001	

If you are the originator of the combined section the approve and deny buttons will be greyed out, but you will be able to see what class it is combined with, and below the approval options is the workflow, which shows where in the approval process. The screenshot below shows a fully approved proposal – by both departments and the Registrar's Office.

Combined Sections (Cross Listed)		Personalize   Fin	d   View All   🔄   🔣 👘 First 🕢	1 of 1 🕑 Last	
Subject Area Catalog Nbr		Class Nbr	Enrollment Capacity	CGS	
FMST	0120		10		
Instructions/Exp	lanation				
Instructions/Exp	lanation				

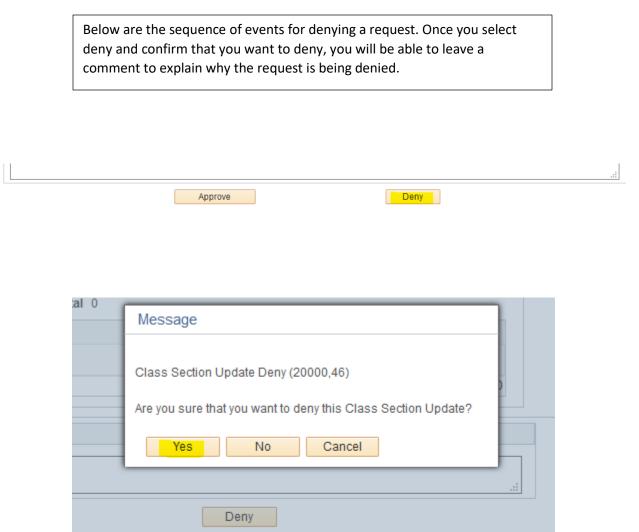
### Stage 1



If you are the approver for the combined section, in this case for FMST 0120, then you will scroll to the bottom of the page and find that you can either **approve** or **deny** the proposal. If you deny the proposal an email will be sent to the originator to notify them of the denied request, and the form will be visible in your **History** page. If the information for the section is correct you will approve the proposal and it will be sent for final approval by the Registrar's Office.

Subject Area         Catalog Nbr         Class Nbr         Enrollment Capacity         CGS           FMST         0120         10	Compined Secur	ons (Cross Listed)	Personalize   Fir	nd   View All   🔃   🔣 👘 First 🕢	1 of 1 🕑 Last
	Subject Area	Catalog Nbr	Class Nbr	Enrollment Capacity	CGS
Instructions/Explanation	FMST	0120		10	

p Consent No Special Cons	sent Required	Enrollment Capacity 20
Auto Enroll F	From Waitlist	Wait List Capacity 20
		Find   View All First 🚯 1 of 1 🚯 Last
apacity Sequence	Enrollment Total 0	
city Requirement Group		Message
Requirement Group		
		Class Section Approval (20000,38)
ons (Cross Listed)	Persor	Are you sure that you want to approve this class section update?
Catalog Nbr	Class Nbr	
0120		Yes No Cancel
lanation		
	Approve	Deny
	Abbiove	Deny



#### GCR Deny Secondary Page

*Reason for Deny:	incorrect information	]
OK Ca	ancel	

Once the proposal has been approved by the *Registrar's Office* it will disappear from the **Class Section Update Approval** page. But will still be viewable on the **Class Section Update History** Page, where you can see the approval status and view what changes were made.

#### Class Section Update Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Search Criteria

Search by: Class Section Update ID 
begins with
Limit the number of results to (up to 300): 300

#### Search Advanced Search

Search Results										
View All First 🚯 1-9 of 9										Last
Class Section Update ID	Course ID	Term	Catalog Nbr	Subject Area	Option Type	Special Request	Back To Back	Submitted Update Oprid	Created Date	time
000000012	115965	2204	3902	MATH	Cancel	No	No	KMR123	09/17/2019	3:02PM
000000013	188027	2201	1703	ANTH	Change	No	No	SEB171	09/18/2019	9:20AM
000000015	110753	2201	1677	HIST	Change	No	No	KMR123	09/18/2019	9:34AM
000000017	175718	2201	1051	HIST	Change	No	No	KMR123	09/18/2019	9:49AM
000000020	182591	2204	1780	HIST	Change	No	No	KMR123	09/19/2019	8:14AM
000000070	182608	2204	1240	RELGST	Change	No	No	DEREKMCD	10/10/2019	3:05PM
000000089	110512	2204	0676	HIST	Change	No	No	KMR123	10/24/2019	11:40AM
000000095	121737	2204	0020	PUBSRV	Add	No	No	KMR123	10/24/2019	2:17PM
000000096	114815	2204	0020	LEGLST	Add	No	No	KMR123	10/24/2019	2:20PM

Favorites 
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Curriculum Managem

#### **Class Section Update History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by:	Class Section Update ID 🔻 begins with
Limit the number	of results to (up to 300): 300

Search Advanced Search

View All							First 🖪	1-29 of 29	Las
Class Section Upda	te ID Approval Status	Course ID	Term Catalog	Nbr Subject Area	Option Type	Special Request	Submitted Update Oprid	Created Date	etime
0000000010	All App	123467	2204 2381	STAT	Add	No	KMR123	09/17/2019	2:46PM
0000000011	All App	115694	2204 0240	MATH	Change	No	KMR123	09/17/2019	2:54PM
000000025	All App	115677	2204 0200	MATH	Add	No	KMR123	09/20/2019	8:18AM
000000060	All App	123464	2204 2310	STAT	Add	No	KMR123	10/10/2019	9:40AM
000000061	Denied	182991	2204 3902	FILMG	Change	No	KMR123	10/10/2019	9:52AM
000000062	All App	110812	2204 1903	HIST	Cancel	No	KMR123	10/10/2019	10:01AN
000000063	All App	172374	2204 0125	HIST	Add	No	KMR123	10/10/2019	10:17AN
000000064	All App	190499	2204 1885	FMST	Add	No	KMR123	10/10/2019	10:25AN
000000067	All App	110468	2204 0187	HIST	Cancel	No	KMR123	10/10/2019	11:15AN
0000000071	Denied	187007	2204 1672	HIST	Add	No	KMR123	10/10/2019	3:08PM
0000000072	All App	122111	2204 1520	RELGST	Cancel	No	DEREKMCD	10/10/2019	3:15PM
000000082	All App	187458	2204 1794	HIST	Change	No	KMR123	10/18/2019	10:54AN
000000083	All App	115655	2204 0120	MATH	Add	No	KMR123	10/18/2019	11:02AN
880000000	All App	188471	2204 1361	STAT	Add	No	KMR123	10/24/2019	11:34AN
0000000091	All App	182991	2204 3902	FILMG	Cancel	No	KMR123	10/24/2019	11:43AN
000000092	All App	190268	2204 0120	FMST	Add	No	KMR123	10/24/2019	1:43PM
000000093	Denied	107572	2204 0400	ENGFLM	Cancel	No	SEB171	10/24/2019	1:53PM
000000094	All App	100056	2204 0500	ADMJ	Add	No	KMR123	10/24/2019	2:14PM
0000000097	All App	174475	2204 1145	RELGST	Add	No	DEREKMCD	10/24/2019	2:35PM
0000000104	All App	115625	2204 0020	MATH	Change	No	KMR123	10/25/2019	9:32AM
000000105	All App	115655	2204 0120	MATH	Change	No	KMR123	10/25/2019	10:49AN
000000106	All App	115655	2204 0120	MATH	Change	No	KMR123	10/25/2019	10:50AN
0000000107	All App	115655	2204 0120	MATH	Change	No	KMR123	10/25/2019	10:55AN
000000109	All App	115655	2204 0120	MATH	Change	No	KMR123	10/25/2019	10:58AN
0000000113	All App	123386	2204 0200	STAT	Change	No	KMR123	10/25/2019	11:13AN
0000000116	All App	110501	2204 0600	HIST	Change	No	KMR123	10/25/2019	1:15PM
0000000119	All App	107572	2204 0400	ENGFLM	Add	No	SEB171	10/25/2019	1:57PM